

READVERTISEMENT

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

August 27, 2008

5 Page Document

TITLE:	Health Program Representative
POSITION NO:	07040
LOCATION:	Health Resources Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$39,138 - \$48,922 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 11, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for the development, administration, and successful operation of statewide Medicaid Prospective Pay System (PPS) Inpatient and Outpatient Hospital Program. This position must formulate both broad and specific objectives for the program; integrate a diverse group of services and providers into a cohesive service delivery system; develop assessment tools, evaluate the effectiveness of the program, and assure compliance of the agency with applicable state and federal laws; identify potential conflicts between agency goals and state or federal law and determine the appropriate resolution of such conflicts; and design and implement systems to reimburse and account for services provided and provide accurate historical information to

evaluate the performance of the programs. These programs must allow access to medical services that are necessary, cost-effective, appropriate, and meet acceptable quality standards. This position supervises one full-time employee.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of accounting, budgeting, and management principles; social and medical service delivery and reimbursement systems; research and policy analysis principles; medical terminology and coding; and medical claims processing. Knowledge in the Medicaid program is preferred.

Skills: Skill in the operation of a personal computer and software; interpersonal relationships; developing and maintaining a service delivery system; organization; analysis; conflict resolution; and the application of principles, theories and practices as they relate to data systems, public health and medical services.

Abilities: Ability to analyze health claims data and simulate hypotheses of all potential changes to Medicaid reimbursement; interpret and implement federal and state regulations; communicate effectively orally and in writing to a professionally diverse group; interpret complex claims inquiries from medical providers; evaluate program performance and design/implement corrective action plans; and work with people to resolve issues.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in health, human services, business, public administration, statistics, or a related field **AND** three years of job-related experience to include experience in health care, program management, or a related field. Job-related experience in program development and/or administration can substitute for formal education on a two-years-for-one-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Health Program Representative
Position: #07040
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe in detail your program management experience.
2. Please describe in detail your experience with an automated claims processing system and your level of involvement and responsibility.
3. Please describe your knowledge and level of proficiency in operating a personal computer. Specify the types of software used and the activities they were used for.